

# Birth Declaration

A convenient way to register  
the birth of your child.



North  
Tyneside  
Council

# Congratulations on the birth of your baby!

You must register the birth of your child within 42 days. We are here to help make that as easy as possible for you.

**If your baby was born in North Tyneside**, you can make an appointment to register your child's birth at the North Shields Register Office, where you will also be able to receive your birth certificate on the same day. You can contact the Register Office to make an appointment by calling **0191 643 6164**.

**If your baby was born outside of North Tyneside**, you can complete a birth declaration at your local Family Hub. We will take all the necessary details and send them to the local authority in the district where your child was born; they will complete the registration and post your certificates to you within 10 working days. We can offer this service for any children born in England and Wales.

## Who can complete a birth declaration?

If you are the birth mother of the child, you can complete a birth declaration for your child. If you would like the father or second parent's details included, they will need to attend the appointment too. If you are married or in a civil partnership with the father or second parent of the child, only one parent needs to come to the appointment; this can be either parent.

If you are unsure who needs to attend the appointment or have different circumstances not covered above, please contact us and we will be able to provide advice and information.

# What do I need to bring to the birth declaration?

Here's what you will need to bring along to your appointment. We will need this for both parents if you attend together.

- **Proof of ID** – such as a passport, driving licence or birth certificate.
- **Proof of Address** – such as a bank statement, utility bill, council tax statement.
- **Proof of Marriage or Civil Partnership** – only if applicable.
- **Your child's Red Book** – you will have received this from the hospital when your child was born.

You do not need to bring your child along to the appointment, but you are welcome to do so. The birth declaration service is free, so you will not need to bring along any payment.

The cost for copies of the completed birth certificate may vary. At the end of your appointment, we will provide you with contact details for the registrars in the local authority which will receive the birth declaration. They will be able to provide details of the costs and accepted payment methods.

## Accessibility information

All our Family Hubs have accessible car parking spaces, step free access, and accessible toilet facilities.

You are welcome to breastfeed anywhere in our Family Hubs, but if you would like us to find a private spot for you then please let us know and we will do our best to accommodate you.

If you require an interpreter to assist you with your declaration, please let us know and we will arrange this.

If you have any other additional needs that may impact on your ability to complete a birth declaration with us, please let us know and we will do all we can to support you.

# How to book an appointment

Booking your appointment is quick and easy. Just pick your preferred venue and give us a call. We offer birth declaration appointments at the following locations:

## **The Riverside Family Hub**

Minton Lane, North Shields, NE29 6DQ

Call **0191 643 8899**

Appointments available Tuesday to Friday.

## **The Shiremoor Family Hub**

9 Bridge Terrace, Shiremoor, NE27 0TA

Call **0191 643 2110**

Appointments available Monday & Thursday only.

## **The Howdon Family Hub**

11a Howdon Lane, Wallsend, NE28 0AL

Call **0191 643 2229**

Appointments available Tuesday & Friday only.

## **While you are here ...**

We offer plenty of activities and services at our Family Hubs, such as our free Stay & Play groups, Family Fun days and the Healthy Child drop-in clinics. We can even help you sign up for a free library card for your child. We will be happy to provide all the details during your appointment, but you can also call us on the numbers above or drop by any time to speak to one of our colleagues. We are always happy to help!